

Nazareth College of Arts and Science College

Affiliated to the University of Madras, Re-Accredited by NAAC with 'B' Grade

NAZARETH POLICY DOCUMENT

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FEED BACK POLICY

AIM

The college is devoted to institute and keep up effective feedback systems and to be fair and just with all students and stakeholders groups. This feedback will be utilized to ensure that college offers high quality learning and teaching and that it effectively meets the needs of stakeholders while advancing the reputation and impact of the college.

SCOPE

This policy applies to collecting and evaluating feedback and opinions from students, staff members, employers, parents and alumni of our college about curriculum, teaching learning process, quality of teaching, utilization of resources and support extended by the college.

OBJECTIVES

- To record and analyze information arising from feedback and use it to evolve our college as college par excellence.
- Participant feedback is used as part of Internal Quality Assurance Management.
- To understand the needs and expectations of students and stakeholders for which the college works.
- To identify improvements by way of decisions, processes and actions identified and share these to improve practices and explore new solutions.

PROCEDURE

1. Issuance of Feedback form

A formal feedback form will be circulated and issued to students, Faculty members, Employers, Alumni, Parents, External Examiners and placement companies in regular intervals.

2. Collection of duly entered / signed Feedback forms

I) Student Feedback form

At the end of each semester, the students will be invited to complete the online Student Feedback form or Google form, for reviewing students' satisfaction on teaching and learning process, resources available, curriculum material, assessment and evaluation of exams and infrastructure usage.

II) Staff Feedback

At the end of each year faculty will be invited to give their feedback in the feedback form or Google form about teaching and learning process, per members, Heads of the department and head of the institution.

III) Feedback of Alumni

Feedback from Alumni is sought on Nazareth Alumni day and whenever an alumni visit to the department.

IV) Feedback from parents

Feedback will be collected from parents at the end of each semester during PTA meet about the overall institutional performance in different aspects like Placement, utilization of infrastructure and requirements for quality enrichment.

V) Feedback from outsiders

Feedback will be collected from employers and placement companies and external examiners during their visit to college.

3. Uploading Data in the system

The collected feedback will be analyzed with proper statistical tools and interpretations are documented by the IQAC.

4. Reviewing the suggestions

The analyzed feedback will be sent to respective authorities for reviews and recommendation and action will be taken as per prioritization and timeline. Feedback will be used by the college for Annual Performance Appraisals, for improving the delivery of courses, for improving the provision and usage of learning resources, facilities, equipment and services.